

MATERNITY LEAVE APPLICATION INFORMATION FOR CUPE 382

- Please visit [Service Canada](#) for information regarding Maternity and Parental/Adoption Employment Insurance (EI) Benefits.
- Ensure that you review your [CUPE 947 Collective Agreement](#), specifically Article 24.07 (Maternity Leave), (Parental/ Adoption Leave), (Paternity Leave).
- **Apply** for your Maternity/Parental leave by accessing the [Leave Intentions App](#) on the District staff portal. You must enter your leave details for the Maternity Leave and Parental Leave portions separately, indicating the start and end dates of each leave. **Upload** your medical documentation from your doctor/midwife stating the expected due date of your child. Alternatively, you may email your documentation directly to the [HR Advisor \(Attendance Support and Employee Wellbeing\)](#). (Please note: Access to your confidential documentation is limited to Authorized HR Personnel only).
- Your Service Canada leave dates **must match** the dates that you enter in the Leave Intentions App. The Service Canada calendar week is from Sunday to Saturday; therefore, all Service Canada maternity leaves **must begin on a Sunday**. Whether you apply for a 12-month or 18-month maternity/parental leave with Service Canada, you must match and apply for the same duration with the district.
- Apply to [Service Canada](#) as soon as possible after you stop working. If you apply more than 4 weeks after your last day of work, you may lose benefits.
- A Staffing Notification confirmation is emailed to you when your leave request has been approved.
- Your maternity benefits EI claim cannot start earlier than 12 weeks before your due date and no later than the later of either your child's birth or 17 weeks after your due date. Your requested maternity/parental dates may be adjusted to coincide with the dates of your approved claim with Service Canada.
- The Payroll Department will send an electronic **Record of Employment (ROE)** directly to Service Canada as soon as your last pay has been processed.
- On average it takes between 4-6 weeks for Service Canada to process the application.
- Please provide Human Resources with one month's notice of the date of returning to work.

Important Links: Leave Support Assistance [Human Resource Services & EI Claim Information](#) [Service Canada](#)